

# Project Delay Update

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a delay that has occurred in the [Project Name] due to [reason for delay, e.g., unforeseen circumstances, weather conditions, supply chain issues].

Despite our best efforts to adhere to the original schedule, the current situation has caused a shift in our timeline. We estimated that this delay will impact the project completion date, pushing it back to [new completion date].

We understand the importance of timely communication and are committed to keeping you updated on any further changes. We are taking all necessary measures to mitigate the delay and ensure the project stays on track moving forward.

We appreciate your understanding and support. Please feel free to reach out to us if you have any questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]